
Administrative Guide for Emergency Leave Policy GCBD-A

This policy was originally adopted as a form of bereavement policy, which is primarily for deaths in the immediate family as listed in the policy. It was also designed to include for serious illnesses of those listed relatives. The term “serious illness” should be generally regarded to mean “an illness which requires hospitalization, major surgery or other serious illness for which there is a likelihood of death”.

Serious illness would not be construed to mean a family member having a normal illness such as measles, chickenpox, influenza, etc., which commonly occur. If an employee/parent desires to stay home with a sick child who has one of the normal illnesses, personal leave is the category to be used until exhausted. The other alternative is non-paid leave. No one can argue that a parent should not stay at home with a sick child, but because decision-making skills have not been used judiciously in recent years, we have come to expect that we should be paid for all absences. A parent can decide to stay at home. That is his/her decision, but he should not expect to be paid in certain cases. One should also interpret minor surgeries to be included within the scope of this paragraph.

Sound administrative judgment does not necessarily preclude that all employee absences would be paid leave.

Adopted: August 14, 1986